

MINUTES
LCWSD BOARD OF DIRECTORS MEETING
DECEMBER 19, 2017

PRESENT: Directors Marc Liechti, Jack Thomson, Jim Heim, and Howard Cicon, and employees Rodney Olson, General Manager, and Beth Dotson, Secretary

ABSENT: Roxanne Wadman

Director Liechti called the meeting to order at 2:00 p.m.

AGENDA: Agenda was amended to add "DEQ Wastewater Report" under Old Business. A motion was made by Director Thomson to accept the agenda as amended. Director Cicon seconded and motion carried.

APPROVAL OF MINUTES: The Minutes of the October 17, 2017 Board meeting were reviewed. A motion was made by Director Heim to accept these Minutes. Director Cicon seconded and motion carried.

VISITORS: None

FINANCIAL REPORT

BALANCE SHEET	
General Checking Account Balance	\$89,898.03
Water Savings Account	\$318,349.91
Sewer Savings Account	\$386,118.48
Total Current Assets	\$2,245,952.02
Total Assets	\$11,267,633.60
Checks Payable	\$31,595.86
Total Current Liabilities	\$515,791.67
Total Liabilities & Equity	\$11,267,633.60

INCOME STATEMENT SUMMARIZED		
WATER	Current YTD	Percent of Budget
Total Revenue	\$133,512.81	52%
Total Expenses	\$170,151.52	41%
Net Income	\$119,970.56	
SEWER		
Total Revenue	\$204,740.62	42%
Total Expenses	\$243,399.91	38%
Net Income	\$24,958.61	

INCOME STATEMENT COMPARISON TO PRIOR YEAR		
	Year to Date	Prior Year to Date
Total Revenue	\$388,253.43	\$331,390.54
Total Expenses	\$413,551.43	\$376,146.32
Total Other Revenue	\$220,227.17	\$172,645.88
Net Income	\$144,929.17	\$172,645.10

CASH REPORT	
Water Fund Checking	\$4,804.71
Sewer Fund Checking	\$47,956.38
Water Savings	\$318,349.91
Sewer Savings	\$386,118.48
Sewer CD	\$34,672.67
Sewer CD	\$211,720.75
Sewer CD	\$217,314.34
Sewer CD	\$185,968.44
Petty Cash	\$200.00

A motion was made by Director Heim to approve the financial report. Director Cicon seconded and motion carried.

BILL APPROVAL: Accounts payable for September were reviewed. Expenses of note included:

- Maintenance Connection – Annual Fee
- A1 Sanitation – LS 6&7
- APEC – South 80, Booster Pump Project, LS 6&7
- Ferguson – LS 6&7
- Tanner Smith Construction – LS 6&7
- Sandry Construction – LS 12 (asphalt)
- ESRI – Annual Fee
- Core Water Consulting – Water Rights
- DEQ – Booster Substation Review

The Capital One credit card statement for October and November were also reviewed.

A motion was made by Director Thomson to approve the bills. Director Cicon seconded and motion carried.

DELINQUENT REPORT: Progress continues in collecting payment from delinquent accounts.

OLD BUSINESS:

Cravens Crest – Water and sewer extensions have been installed, tested, and accepted. Four houses are currently under construction.

South Eighty Water System – DEQ approved our submittal. The project has been separated into two parts – 1) digging lines and building construction and 2) internal controls. Bid package for digging lines and building construction have been advertised. Project completion for this portion of the project is scheduled for June 1, 2018.

LS 6 & 7 – The new Lift Station is working well. The new pumps are very efficient. Water main replacement is scheduled for the 1st week in January 2018.

Lakeside/Troutbeck Water Connection – Submitted plans to the DEQ. . Met with two homeowners who were apprehensive about the project. Successfully allayed their concerns and established a good working relationship with them.

Cherry View Water Rights – Resubmitted application to DNRC for approval.

Water Hookup – Sewer Plant Investment Fees (PIF) for a new home under construction at 135 Sweet Pea Lane were paid in June 2017; the water PIF fee was paid in July 2017. Sewer was successfully hooked up. An 8” stub out with cap was located on the water main. As with all hookups, Customer was informed that his contractor’s liability insurance was required. The Contractor, Jesus Loves You Enterprises, had never tapped a water main. Therefore, we required the Contractor obtain training from Ferguson Waterworks, LCWSD’s vendor for water main tapping supplies. When the Contractor dug the trench, Customer was advised that he may need to replace the thrust block. The end cap was temporary because we knew it would be extended at some point. We purchased a new end cap from Ferguson Waterworks who gave it to the Customer. Customer refused to put on the new end cap and pour a new thrust block; contractor backfilled hole without a thrust block. The Customer decided he did not want to hookup to public water service. We told him that when the end cap was installed and the new thrust block poured we would return the fee for water hookup. The Customer returned the end cap to our office and instructed his Contractor to fill in the trench and not install the end cap or pour a new thrust block. We wrote a letter to the Customer giving him a deadline for installing the end cap and pouring a new thrust block. The letter stated that if this work was not done by the deadline, we would undertake the work ourselves and offset the costs with his plant investment fee. As the work has not been done our attorney recommended proceeding with completing the work. The LCWSD Board approved our attorney’s recommendation.

DEQ Wastewater Report

DEQ inspected the treatment site during the summer. They gave us a glowing final report. They agreed with our engineer’s (Peccia) 2007 & 2013 updated report and stated we have done a great job of updating and being aware of growth.

Project Update

None

Outside District

New Hookups:

- 1165 Mackinaw (sewer) - September
- 47 Mackinaw (sewer) - September
- 254 School Addition Road (sewer) - September
- 1254 Mackinaw (sewer) - October

NEW BUSINESS:

YWAM Sewer Change – they have created a second entrance to their campus, added a new parking area that will be over the existing sewer line, and are building a new kitchen/meeting facility (drawings will be provided when available). A new sewer line will be installed so there is no building or parking lot over it. These sewer lines belong to YWAM. No increase in output or

capacity is anticipated. Rodney advised them to have their existing sewer lines smoke tested or video inspected for I&I as part of their project.

MISCELLANEOUS

Christmas Bonus – A motion was made by Director Heim to approve staff bonuses of \$500.00 for each full time employee and \$600.00 for manager. Director Thomson seconded and the motion carried.

January Board Meeting – as a quorum will not be available, the next LCWSD Board Meeting will be on Tuesday, February 20, 2018

The meeting adjourned at 3:50 p.m.

Respectfully submitted,

Beth Dotson, Secretary

(NEXT MEETING DATE IS TUESDAY, FEBRUARY 20, 2018)